Instructions for Submitting Metadata to the Interim Clearinghouse

All data (both spatial and non-spatial) used in support of land use planning efforts must have FGDC-compliant metadata prepared and that metadata must be provided to the BLM Spatial Data Clearinghouse. The procedures for participating in the clearinghouse are summarized below (also posted at: http://web.blm.gov/ADD/standards/Interim_guidance.html.

In this initial development of the spatial data clearinghouse, the Oregon State Office will be the clearinghouse manager. Any questions about the clearinghouse may be directed to the OR/WA State Data Administrator (Stan Frazier) at 503-952-6009 or Stan_Frazier@or.blm.gov.

Note: These procedures assume that FGDC-compliant metadata has already been developed.

Where do I send my metadata? An email address has been established for submission of metadata records. This address is: Metadata_Mail@or.blm.gov. You can also use this email address to notify the clearinghouse manager of the FTP location of metadata files if you have a large number of files to send or the files are unusually large.

What format does my metadata need to be in? Each metadata record should be submitted in two formats: HTML and FGDC-encoded SGML. The HTML version is used for quality control - making sure what goes into the clearinghouse is the same as you thought was going in. The SGML is the primary format used for importing the record into the national clearinghouse database. If your metadata tool is not able to provide these formats (or has another format that you would like to use), please contact the clearinghouse manager.

How often should I submit metadata records? The Clearinghouse is updated once a month (the first part of each month) so if you want the addition/change to appear in the next month's update, records must be submitted prior to the first of the month. Metadata records may be sent to the above mail address at any time and they will be collected until submitted to the clearinghouse.

Does it matter what software/tool I use to collect metadata? No, the tool used to collect metadata does not matter as long as it can export files in a usable form (see above).

Does it matter what content is contained within a metadata record? Yes, besides the FGDC Metadata Content Standard (www.fgdc.gov) the BLM has established some basic guidelines for completing a metadata record (see Inst. Memo 2001-038, Change 1 or http://web.blm.gov/ADD/standards/Interim_guidance.html).

Are there some specific metadata fields that I need to pay special attention to? Yes, the clearinghouse will work more efficiently if the following fields are entered correctly:

1. Metadata Title - The metadata title is the key field in the clearinghouse database. Duplicate names are not allowed. The chance for duplication is reduced and the public understanding of the metadata is increased if a standard naming convention is used to name metadata records. A metadata record should be structured from the key topic that the metadata describes, two or three descriptive terms, and the state/region that the data set covers. Use only abbreviations that are universally known. Some examples would be:

Original Name	New Name
Arizona BLM Grazing Allotments	Grazing Allotments AZ
COVERAGE ACCPBRA – Area of Critical Environmental Concern (ACEC) polygons as designated in the Bishop Resource Management Plan	Critical Environmental Concern Bishop CA
COVERAGE HFIMSRA - Fire History (Point data)	Fire History Points CA
Fire History (Polygon Data)	Fire History Polygons CA
Range	Grazing Allotments CA
COVERAGE wsapca: An Arc/Info coverage depicting BLM wilderness study area boundaries in California	Wilderness Study Boundaries CA
Soil Survey Geographic (SSURGO) database for Douglas Plateau Area; Parts of Garfield and Mesa Counties, Colorado	Soil Survey Douglas Plateau CO
Map - ICBEMP Area with Subbasins	Ownership Subbasins Columbia Basin
CRBSUM Prescription to Simulation Assignments (SDEIS)	Successional Model Prescriptions Columbia Basin
Statewide Wilderness Study Areas (WSA) coverage for New Mexico	Wilderness Study Boundaries NM
Boundaries, BLM District (Polygon and Lines)	Boundaries BLM District OR
Contours, 500-foot Intervals (Line)	Contours 500-foot OR
Grazing Allotments and Pastures (Polygon)	Grazing Allotments OR
Leasable Mineral Potential	Mineral Leasing Potential Lakeview OR
BLM Roads (Line)	Roads BLM OR
Rock Pits	Rock Pits Lakeview OR
1900 Vegetation (Polygon)	Vegetation 1900 OR
General Vegetation within the Lakeview Resource Area AMS/SBR Analysis Area	Vegetation Lakeview OR
Base Data	Administrative Boundary for the Grand Staircase-Escalante National Monument Boundary |BAMBP	Boundary Grand Staircase UT

2. Contact Names - All BLM contact names should conform to the names as they appear in the Lotus Notes email database. Those names are unique throughout the Bureau and provides consistency with that database. For non-BLM names, use as complete a name as possible in order to reduce possible duplicate names.

3. Keywords - Keywords are the primary search fields in the clearinghouse. Be sure to follow the guidance given in Inst. Memo 2001-038, Change 1.

4. Citation Names - Be as specific as you can on citation names. This will reduce the likelihood of duplicate names. Duplicate names introduce data integrity problems and need to be avoided.

Can I create my own data elements (user-defined fields)? If you have the capability, through your metadata collection tool, to create your own data elements you may do so if desired. Be warned, however, that any such fields will NOT show up in the clearinghouse. If you want to use user-defined fields for data management purposes you may do so but don't put any content you want the public to see in such fields. [Note: the clearinghouse has the capability to display these fields but that functionality has been turned off].

Who is the Clearinghouse Manager? Initially, the Oregon State Office will manage the clearinghouse. Any questions about the clearinghouse should be directed to the OR/WA State Data Administrator (Stan Frazier) at 503-952-6009 or Stan_Frazier@or.blm.gov.